

## Regular Council Meeting—October 14, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on October 14, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Carlton Gunter, Penuel Baptist Church, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Kenneth Walsh, Police Department  
Mr. David Garrett, Public Works/Utilities Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions

6. Consent Agenda

- a) Approval of Minutes- Work Session September 9, 2014; Regular Meeting September 9, 2014; Continued Meeting September 15<sup>th</sup>
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
  - Administration
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works/Utility Department

Regular Council Meeting—October 14, 2014

- Transit System

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

FY2014 Financial Report

Mrs. Dalton advised the Finance Committee met earlier this evening to review the Town’s FY2014 Financial Report (Annual Audit). Mr. David Foley, with Robinson, Farmer, Cox Associates, was present to provide a brief synopsis of the Financial Report and answer questions.

Mr. David Foley, Robinson, Farmer, Cox Associates addressed Council in regards to the FY2014 audit. Mr. Foley, Audit Manager, presented the results of the recent audit to Council. An unmodified opinion statement was issued on the town’s financial statement. It was felt that the town was in strong financial standing. He covered some of the highlights of the Town’s financial report. He also noted because the town expended over \$500,000 in federal grant funds they performed a single audit over the town’s major federal programs. This audit was clean as well. No material weaknesses were noted. He ended by saying all in all it was a good year for the town.

Mayor Mattox thanked Mr. Foley for his work on the audit.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the FY2014 Financial Report be accepted.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton thanked Mrs. Shelton for being supportive of the staff and Finance Committee and being competent in her work and felt this audit reflects her hard work and leadership.

Mayor Mattox thanked Mrs. Shelton as well as the Finance Committee and Council stating the ability to move Altavista forward is in the numbers.

## Regular Council Meeting—October 14, 2014

- ii. Police/Legislative Committee
- iii. Public Works/Utility Committee

### Institute of Advanced Learning and Research (IALR) presentation/proposal

Mr. Ferguson advised Mr. Michael Duncan, Director of Research and Commercialization, with the Institute of Advanced Learning and Research (IALR) contacted staff and requested a meeting to discuss potential involvement of his group with the Town's on-going research on remediation options at the WWTP EOP. Following this meeting staff decided to have Mr. Duncan and several of his staff members give a short presentation to the Public Works/Utility Committee. Mr. Duncan is proposing a 12 – 18 month research plan which would be testing an *in situ* approach utilizing biotechnology to create root zone reactors harboring a range of microorganisms capable of metabolizing PCBs. The anticipated cost of implementation of the research plan would cost approximately \$26,000, with an additional \$10,000 of sample testing. The Public Works/Utility Committee chair asked staff to coordinate a potential visit by Mr. Duncan and his staff on Tuesday, October 21<sup>st</sup> at 5:30 p.m. to provide a brief presentation to full Council on this matter. A copy of IALR's paper outlining a possible approach to research (Phase I) and remediation (Phase II) was provided to Council for review.

It was the consensus of Council to continue tonight's meeting to Tuesday, October 21<sup>st</sup> at 5:30 p.m.

### b) Other

#### Recreation Committee

Mr. George advised at a meeting on September 16, 2014 the Recreation Committee considered an opportunity for a public boat ramp and/or canoe access on the Staunton River approximately 4.5 miles north of the town limits on Route 43. There is an opportunity to purchase and/or lease with an option to purchase the property. The Recreation Committee recognized this unique opportunity that would benefit both the citizens and businesses of the Town of Altavista and the surrounding counties. He advised Ms. Mary Pascal with Campbell County Parks & Recreation and Ms. Kelly Hitchcock with Region 2000 attended this meeting to provide insight and guidance. The information provided included grant opportunities from the Virginia Department of Conservation and Recreation (DCR) for the purchase of the land 50/50%; the Virginia Department of Game and Inland Fisheries (DGIF) for construction of the ramp or launch (75/25%); Virginia Department of Transportation (VDOT) for construction of the entrance and road. He noted although these are competitive grants, this proposed project fits the criteria for each grant and that additional grant opportunities may be available. Mr. George reported the Recreation Committee voted unanimously in favor of recommending to Town Council the opportunity for a long term lease and/or purchase of this property. The Recreation Committee instructed staff to contact VDOT and DGIF to schedule site visits, which have been completed. He mentioned the meeting with Mr. Ken Carlton (VDOT) led to the discovery of a potential line of sight distance problem to the north of the entrance to the property and that there may be solutions to correct/and or alleviate this concern. Grant cycles for this project range for February 2015 through October 2015 and Region 2000 is willing to assist with the application process.

## Regular Council Meeting—October 14, 2014

Mayor Mattox referred this proposal to staff for additional information.

Mr. Edwards commented this site is 4.5 miles from the Town of Altavista and asked why Campbell County is not working on this.

Mr. George stated this had been an ongoing desire for several years and the County has never done anything with it.

Mr. Ferguson stated he took Mr. Stanley Goldsmith, Campbell County Board of Supervisors, out to the site approximately six years ago and he didn't think the county would be interested in pursuing.

Mayor Mattox suggested this item be revisited with Mr. Goldsmith.

Mrs. Dalton felt additional information needs to be received on the grant possibilities.

Mr. Witt noted a public boat ramp and/or canoe access on the Staunton River could be beneficial to the Altavista EMS and Altavista Fire Company in an emergency.

Mr. Ferguson suggested that everyone visit English Park and see what has been done in the last month with trees being planted. He commended the Recreation Department.

### Chamber of Commerce

Mrs. Heather Reynolds, Executive Director of the Altavista Area Chamber of Commerce, addressed Council on behalf of the Altavista Chamber of Commerce and Altavista on Track and requested permission to host the annual Christmas Parade on Thursday, December 4<sup>th</sup>, 2014 at 7:00 p.m. Council was provided with a memo that outlines the parade route, which has been reviewed by Chief Walsh. The Altavista Police Department has created an Operational Plan in regards to the street closures that would be required and traffic control/security for the event. Town Council was requested to approve the street closures as indicated on the map and approve the parade request. Pursuant to Town Code Section 34-1 (b) (1) a parade sanctioned by the Town Council by permit is exempt from the section of the code dealing with Noise ordinance.

A motion was made by Mr. George, seconded by Mr. Emerson, that the Altavista Chamber of Commerce's request for the annual Christmas Parade on Thursday, December 4<sup>th</sup>, 2014 be approved as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Computer Coding Class

Mrs. Reynolds advised the Altavista Chamber of Commerce has started their partnership with the Altavista Combined School on the computer

Regular Council Meeting—October 14, 2014

science club with 7 students in attendance; this being the first step to bringing in a computer coding class to the high school. This class will teach students how to program computers and later an AP class may be added. She noted this is a huge opportunity for the high school students. Mrs. Reynolds requested that Council write a letter of support for this program.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to write a letter of support for the computer classes at Altavista Combined School.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

9. New Business

10. Unfinished Business

Mayor Mattox mentioned Mr. Coggsdale, Town Manager, was at a golfing tournament with his son and the Altavista High School Golf Team.

A) Design Guidelines

Mr. Witt advised Town Council conducted a Work Session with the Planning Commission on Tuesday, September 9th to review the proposed *Design Guidelines* for the Downtown Revitalization Overlay (DRO) District. The Planning Commission previously conducted a public hearing and is recommending approval of the guidelines. The guidelines were previously distributed to Town Council. Mr. Witt advised staff is seeking direction in regard to this item. Council can schedule a public hearing on the proposed Design Guidelines or study the issue further. Mr. Witt noted should Council decide to schedule a public hearing, they could set the date for their Tuesday, November 11, 2014 Town Council meeting at 7:00 p.m.

Mayor Mattox advised a number of business owners have not received the document and asked that the public hearing be set for the December 9, 2014 Town Council meeting allowing time for property owners to receive a copy of the document and time to review.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, that Altavista Town Council schedules a public hearing on the Design Guidelines for the Downtown Revitalization Overlay (DRO) District for Tuesday, December 9, 2014 at 7:00 p.m.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

## Regular Council Meeting—October 14, 2014

### B) VDOT Map-21

Mr. Witt advised last year the Town pursued funding through VDOT's "Transportation Alternatives Program" for the Altavista Route 43 Downtown Gateway Project. The project includes new sidewalks, pedestrian crosswalks and pedestrian signals along 7<sup>th</sup> Street from Broad Street to Bedford Avenue, along Bedford Avenue between 7<sup>th</sup> and Main Streets and along Main Street from Bedford Avenue to where it would tie into a previously completed project. The estimate for the project was \$500,000.

The Town was notified that it was awarded funds in the amount of \$82,330 which would be sufficient for the design phase of the project. These funds require a 20% match from the Town which equals \$20,583. At this time, the Town has received the Project Administration Agreement from VDOT, which requires signature by a Town Official. Staff requests that Town Council authorize the Town Manager to execute this agreement on behalf of the Town of Altavista. A certified copy of this action must accompany the agreement. Staff will be completing an application for additional funding for the project prior to the November deadline. Mr. Witt asked in addition to authorizing the Town Manager to execute the VDOT Project Administration Agreement that he be authorized to make application with Ms. Kelly Hitchcock, Region 2000 by the November 1, 2014 deadline.

Mrs. Dalton questioned if this project would come at the same time as the bridge.

Mr. Witt advised the bridge project is in design process at this time and will take approximately a year; VDOT hopes to put the project out to bid in the spring of 2017. He noted there is a lacking in funding at this time.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to authorize the Town Manager to execute the VDOT Project Administration Agreement for Project Number EN14-162-061, C50 and authorize Mr. Witt to make application for additional funds.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mr. Garrett updated Council on the water project, stating he, VDOT and town staff met with the contractors and engineers and the project is on schedule to begin on October 27, 2014. Boring will begin at the river and is anticipated to take 2 to 3 months.

Mr. George asked if this would trench through English Park.

Mr. Garrett answered affirmatively.

### 11. Manager's Report

#### a) Town Council Calendars (October/November)

Mayor Mattox noted the Candidate Forum scheduled for October 23, 2014 at 6:30 p.m. at Altavista Elementary School.

## Regular Council Meeting—October 14, 2014

### b) Informational Items

#### 12. Matters from Town Council

Mayor Mattox noted the Altavista Combined School is hosting a football game and Halloween is scheduled for the same night and asked Chief Walsh for details.

Chief Walsh advised he is still working out details but has an operation plan in the works. He advised he could have the Town Manager forward the details once they are in place.

Mayor Mattox thanked Mr. Witt and the department heads for helping with the meeting in Mr. Coggsdale's absence.

#### 13. Closed Session

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was continued to Tuesday October 21, 2014 at 5:30 p.m. This meeting ended at 7:42 p.m.

---

Michael E. Mattox, Mayor

---

J. Waverly Coggsdale, III, Clerk